






Task Monitoring - Report Instructions





Use this report to create a list of upcoming tasks.

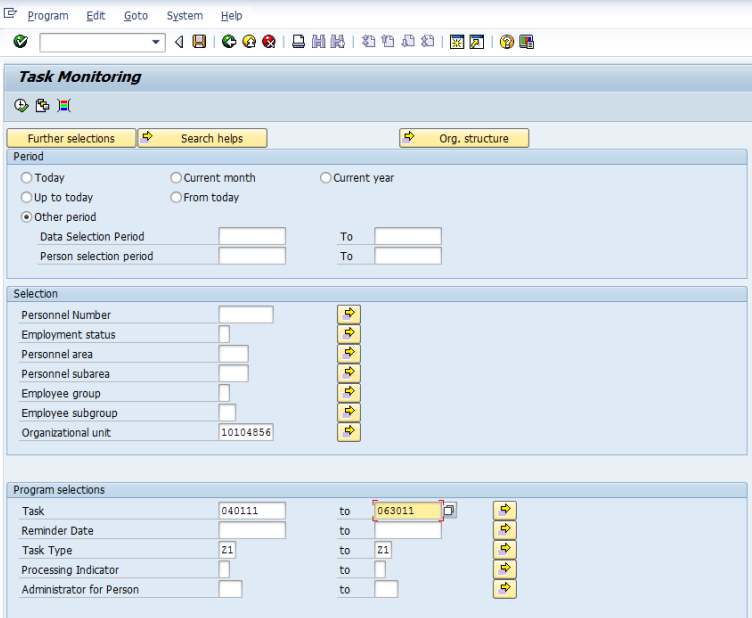
1. From the main screen, type transaction code: **S_PHO_48000450**.
2. Click the **Enter** button  or press **Enter** to continue.
3. *Period* – Choose a period from the list.
4. There are a couple of ways to search using this report:
 - Click **Further selections** to add additional search fields. For example **Organizational Unit** or **Cost Center**.

Highlight the field name from the left, then click the **Add** button  then click the **Continue** button .


5. Enter your search criteria, for example:
Org Unit, Task dates, and/or Task Type.

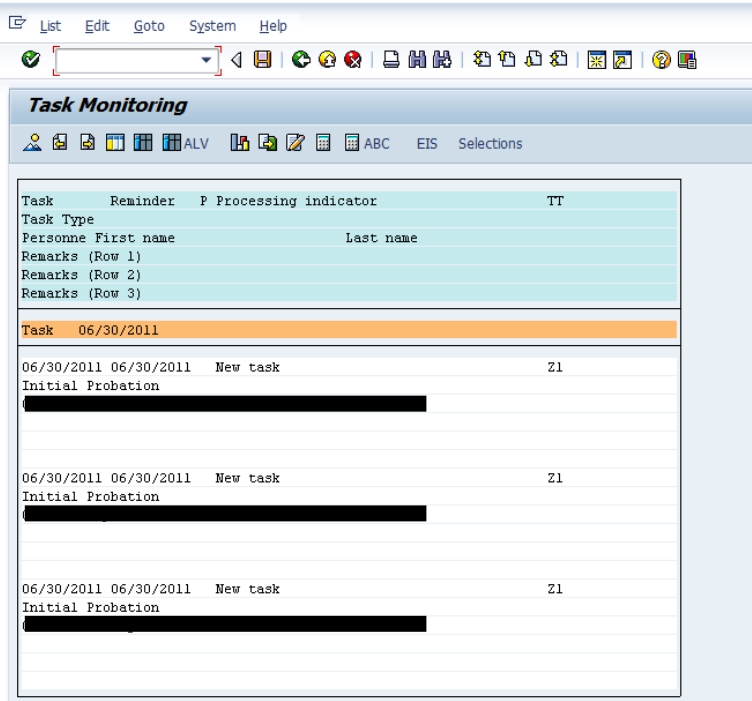
NOTE: Click the **Multiple Selection** button  to enter more than one criterion.

6. Click the **Execute** button  or press **F8** to execute.



7. The report displays.

8. Click the **Print** button  or press **Ctrl+P** to print.



Task	Reminder	P	Processing indicator	TT
Task Type				
Personne	First name		Last name	
Remarks	(Row 1)			
Remarks	(Row 2)			
Remarks	(Row 3)			
Task	06/30/2011			
06/30/2011	06/30/2011		New task	Z1
Initial Probation				
06/30/2011	06/30/2011		New task	Z1
Initial Probation				
06/30/2011	06/30/2011		New task	Z1
Initial Probation				